

Pre-Bid Minutes

Specialty Slope Mowing and/or Line/Blade Trimming; Pickup and Removal of waste, litter and debris

- As of Jan. 1st of 2012, New Standard Specifications for Road and Structures will govern all new contracts. The contractor is has agreed to all terms in the Standard Specifications for Road and Structures when he or she signs this contract. The Pre-bid minutes posted on the Division 13 web page must be submitted with the bid packets and signed by the representative.

• Route(s): Interstate, Primary and Secondary Routes

• County: Buncombe, Madison and Yancey

• Opening of bid: Wednesday, August 15th, 2012 at 2:00 PM. Please make sure to follow all instructions to bidders. All contracts must be received at the Division Office no later than 2:00 PM on the above mentioned date.

• Instructions to Bidders: Please read all instructions carefully. Any changes must be in ink and any change(s) to a bid item must be marked through the entry in ink and shall be initialed by the representative.

• Traffic control: The contractor must keep himself informed of all laws, ordinances and regulations. This includes all traffic control devices, which includes signage, cones and safety equipment. This shall be considered incidental to this contract unless stated as bid item.

• Notice after awarding of the contract to the bidder: The contractor has five (5) business days after notice of award of contract to provide: Letter of Acceptance, Public Liability Insurance, Property Damage and Worker's Compensation Insurances, a Traffic Control Plan, a Work Zone Supervisor Certification and **E-Mail addresses**. If any of these terms are not met within the allotted amount of time of five (5) business days, the North Carolina Department of Transportation will have the right to reject the bid and select the next lowest responsible bidder or cancellation of this contract.

• Project Special Provisions General The North Carolina Department of Transportation is seeking the services of a Company for operation of Specialty Slope Mowers and/or Line/Blade Trimmers and the pickup and removal of waste, litter and debris. Work will be available from 7:00 am to 5:00 pm Monday through Thursday. Extended hours may also be granted at the request of the contractor, in writing, to the Engineer or his/her representative. The Engineer or his/her representative will request work forty-eight (48) hours in advance to the contractor of the various tasks. Duties shall include: Provide four (4) fully operated straight shaft trimmers with blades/lines and/or specialty slope mowing equipment, and a service vehicle. The Contractor will have to trim grasses, trees, vines, bushes and broadleaf weeds along the median, shoulder, around bridge approaches, light poles, signs and guardrails, along the Interstate, Primary and Secondary Routes in Buncombe, Madison and Yancey Counties.

• Contract Time and Liquidated Damages: Availability of this contract September 17, 2012. The completion date is September 17, 2013.

Liquidated Damages are two hundred (\$200.00) dollars per day, and shall be levied against the Contractor beginning the day after the project is scheduled to be completed. If the Contractor leaves traffic control signage in place, not removed or stored improperly after hours or operation end are One Hundred (\$100.00) Dollars per incident.

Extension of Contract: At the option of the contract agency, North Carolina Department of Transportation (NCDOT), and upon written notification, this contract may be extended for two (2) additional periods,

• Project Special Provisions Roadway The Contractor shall provide all materials, labor, equipment and traffic control, also provide a work force to perform the operations at all times. The Contractor shall provide one permanent employee who shall have the authority and capability for overall responsibility of the project and shall be present on the project at all times. The individual who has been so authorized shall be experienced in the type of work being performed and shall be fully capable of managing, directing, and coordinating the work; of reading and thoroughly understanding the contract; and receiving and carrying out directions from the Engineer or his/her representative. Such employee shall be fully authorized to conduct all business with the subcontractors, to negotiate and execute all supplemental agreements, and to execute the orders or directions of the Engineer or his/her representative. The Engineer or his/her representative will request work forty-eight (48) hours in advance to the contractor of the various specialty mowing tasks. Before work begins at any work site NCDOT and Contractor will have pre-construction meeting conference to discuss various issues for each work site.

- a.) Extended hours may be granted with proper permission in writing to the Engineer or his/her representative. No work shall be performed on Friday's, weekends or state Holidays.
- b.) Collect all waste, litter, trash and debris in areas shall be removed prior to mowing.
- c.) Specialty Slope Mower and/or Line/Blade Trimmers shall be operated at the request of the Engineer or his/her representative during the year of this contract also the Contractor will provide four (4) fully operated straight shaft trimmers with blades/lines and personal to accomplish work on the project.
- d.) Work must be conducted to prevent injury to trees or other types of desirable vegetation, and to prevent damage to adjacent property. Shape and make smooth these areas in accordance with generally accepted horticultural practice. Any damages will be no cost to NCDOT and the Contractor may be held responsible for any damage he caused to NCDOT property, including but not limited to, trees, shrubs, turf, roadway surfaces, shoulders, guardrail, fences, drainage structures, signs, pavement markers, utilities and pavement markings.
- e.) Mobilization shall be considered incidental to other line items in this contract.

•COMPENSATION: Invoice only for services rendered.

- a.) The Contractor will be pay for all services rendered at one hundred (100%) percent per Acre completed on this project. Invoice only for services rendered: The Contractor should receive payment within thirty (30) days after submission of the invoice and other required submittal data. The Contractor is requested to wait thirty (30) days after submission of invoice before contacting NCDOT Division 13 Business Office regarding payment. Reduction Schedule: This Contract is set up for full one-hundred percent (100%) payment provided all services are rendered as outlined herein. Furthermore, when the Contractor fails to provide any part of the complete service in accordance with the terms of the contract, adjustments will be made to the compensation on the invoice submitted for payment. The reduction will be calculated according to the Liquidated Damages. If all invoices not received payment may be delayed.
- b.) Collect all waste, litter, trash and debris in areas shall be removed prior to mowing, shall be incidental to the contract.
- c.) Specialty Slope Mower and/or Line/Blade Trimmers, shall be incidental to the contract.
- e.) All invoiced items and unit costs shall correspond to contract pay items as they appear on the Purchase Order. The Engineer or his duly authorized representative shall verify the quantities submitted on the invoice prior to payment. In the event of errors or discrepancies in quantities or unit costs, the Department may return the invoice to the contractor for correction.

•Miscellaneous:

- a.) If unsafe working conditions exist due to snow or rain, contractor will be asked to cut all operations of work for the day.
- b.) Any ground that is disturbed by the contractor during his operations will be required to be re-seeded and mulched.
- c.) Any sub-contracting of this contract shall be in accordance with Article 108-6 of the Standard Specifications. Any subletting shall be submitted on the proper forms and approved by the Engineer prior to work beginning.
- d.) No bond is required.
- e.) This is SBE contract.
- f.) **It shall be the responsibility of the bidder to check our website for any addenda prior to submitting their bids. Bids submitted without project addenda included will not be considered for award.**

These pre-bid minutes shall be considered part of the contract. Therefore a copy of these minutes shall be included in the contractor's bid package. Failure to include these minutes with the bid package shall result in the rejection of the bid.

Authorized Agent Signature Date
